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August 1, 2016

To: Audit Committee

From: Sachi A. Hamai
Chief Executive Officer

SUNSET REVIEW OF BOARD POLICY NO. 9.180 – MANAGEMENT APPRAISAL AND PERFORMANCE PLAN (MAPP), TIER I AND TIER II, SALARIES ON APPOINTMENT, PROMOTION OR VOLUNTARY DEMOTION

This policy revision was on the July 21, 2016, agenda and was continued for one month. The revisions below reflect the Audit Committee's requested changes to Board Policy 9.180, Management Appraisal and Performance Plan (MAPP), Tier I and Tier II, Salaries on Appointment, Promotion or Voluntary Demotion:

1. Policy Section
 - Remove reference to the February 6, 2009, hiring freeze;
 - Update salary threshold language.
2. Date Issued/Sunset Date Section
 - Extend the sunset review date to September 15, 2020.

Attached is a red-lined version of the policy, as requested by the Executive Office.

If you have any questions regarding this request, please contact Maryanne Keehn at (213) 974-0470.

SAH:JJ:SK
MTK:NV:SO:rld

Attachment

c: Executive Office, Board of Supervisors

N:\BENEFITS & COMP POLICY\MAPP\Board Policy - Sunset Review Updates\Board Policy 9.180 - 2016 Sunset Review Memo (revised).docx

Policy #:	Title:	Effective Date:
9.180	Management Appraisal and Performance Plan (MAPP), Tier I and Tier II, Salaries on Appointment, Promotion or Voluntary Demotion	09/15/98

PURPOSE

Establishes general guidelines to be followed with respect to all Management Appraisal and Performance Plan (MAPP), Tier I and Tier II appointments including those which require Board or the Chief Executive Officer's (CEO) approval and those which are at the discretion of the department head. The policy provides all County Departments with consistent standards to set management salaries on appointment, promotion and voluntary demotion and establishes guidelines for obtaining prior Board or CEO approval when making appointments to management positions. This policy must be viewed in concert with the County Code and where these policies are more restrictive than the County Code, they prevail.

REFERENCE

Los Angeles County Code, [Section 6.26.020](#)

Los Angeles County Code, [Section 6.08.370](#)

Los Angeles County Code, [Section 6.08.385](#)

Chief Executive Office Salary Administration Guidelines for County Departments

POLICY

This policy ~~requires is within the constraints of the February 6, 2009 Board approved hiring freeze, which reaffirms that~~ CEO approval ~~is required~~ to fill any management vacancy. Requests for Board and/or CEO approval may only be submitted for vacant and budgeted positions and should only be submitted to the CEO far enough in advance of the anticipated effective date to ensure that there will be no retroactive appointments.

SALARY POLICY FOR NEW HIRES FROM OUTSIDE THE COUNTY OF LOS ANGELES

For any person who is not currently employed by the County and who is appointed to a position other than department head, the Chief Executive Officer shall review and approve the recommendation of the Appointing Authority with regard to initial salary placement.

- As a general rule, new hires should be brought in below the Control Point of the salary range.
- Salary and benefits should reflect an increase only when County position is more responsible or higher level than previous position.
- Salary should reflect equity for the new appointee considering other managers at the same level of responsibility within the department, their length of service and relative performance.

Board approval is required for:

Tier I

- Appointments that result in a salary placement ~~that exceed~~ing the control point of the salary range or; ~~\$150,000 per annum~~ the threshold (as provided for in County Code Section 6.08.370.B).

Tier II

- Appointments that result in a salary placement exceed~~ing~~ ~~\$150,000 per annum~~ the threshold in effect.

SALARY POLICY FOR PROMOTION OF COUNTY EMPLOYEES

Tier I

Promotional salary should reflect the normal minimum required increase of 5.5% rounded to the nearest dollar, above the previous base salary but not less than the minimum of the Salary range. Department heads may authorize promotional increases up to the minimum of the salary range of the new position or 5.5%, whichever is greater. All increases greater than 5.5%, which exceed the minimum of the salary range, require the approval of the Chief Executive Officer.

Tier II

Promotional salary should reflect normal minimum required increase of 5.5%, plus step placement, above the previous base salary but not less than the minimum of the Salary range. Department heads may authorize promotional increases that place an incumbent at the lowest step in the Salary range that provides for a salary adjustment of at least 5.5%. All other increase will require the approval of the Chief Executive Officer.

Increases for Tier I and Tier II participants that require the approval of the Chief Executive Officer, must be documented, and justified to include:

- Equity with salaries of other managers at the same level of responsibility and seniority in the position. The salary of newly promoted managers should not exceed the salary of existing managers at the same level and should be less than those with more experience. The salary should also be consistent with salaries identified on documented external salary survey data.
- Consideration of experience gained in an acting capacity at the higher level may justify a higher salary but should be commensurate with the salary and experience level of other managers.
- Salary should reflect appropriate differentials when compared to immediate supervisors and subordinates.

Board approval is required for:

Tier I

- Any appointment above the Control Point of the new Salary Range and/or any appointment above ~~\$150,000 per annum~~ the threshold in effect, except for appointments to the minimum of the new Salary Range or minimum increases of 5.5%.

Tier II

- Any appointment above ~~\$150,000 per annum~~ the threshold in effect, except for appointments to the minimum of the new Salary Range or salary placement onto the lowest step in the new Salary Range that allows for a minimum 5.5% increase.

SALARY PLACEMENT UPON DEMOTION

Voluntary

- Managers who take a voluntary demotion shall be placed at any salary in the lower range not to exceed the Range maximum or the current salary, whichever is less. Resulting salary cannot exceed County Code Section 6.08.350 (A). Board policy stated above will usually be more restrictive than this County Code provision.

Disciplinary

- Managers demoted for disciplinary reasons should be placed at a salary in the lower level position consistent with their level of performance. This reduced salary may be less than the salary previously held in the lower position at the discretion of the department head.

Probation

- Managers who do not complete their probationary period should be placed at a salary in the lower level position which they would have achieved had they never been promoted, including any applicable salary increases approved by the Board, where applicable to the lower level position.

This policy applies equally to classified and unclassified positions.

RESPONSIBLE DEPARTMENT

Chief Executive Officer

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: September 15, 1998

Issue Date: July 11, 2004

Issue Date: August 18, 2005

Issue Date: January 21, 2010

Issue Date: July 19, 2012

Issue Date: July 21, 2016

Sunset Date: September 15, 2002

Sunset Date: September 15, 2008

Sunset Date: September 15, 2008

Sunset Date: September 15, 2012

Sunset Date: September 15, 2016

Sunset Date: September 15, 2020